



Withdrawal and Suspension Policy

Purpose

THA expects students to actively engage in all learning processes associated with the qualification and this policy outlines the circumstances under which such withdrawals may occur and any financial or academic penalty that will be applied.

Scope

The policy applies to all students currently enrolled with THA.

A Student may withdraw from a unit of study or a qualification they have enrolled in at any time during the teaching period.

All Requests for withdrawal must be submitted formally through Student and Academic Support with varying implications outlined below. Until formal withdrawal has occurred the student remains liable for all fees associated with their enrolment.

For withdrawals on or before the census day from a unit of study, part of a course or whole course, The Health Arts College will not charge:

- ◆ a withdrawal fee
- ◆ an administration fee
- ◆ a fine or penalty
- ◆ a fee determined to be a disincentive to withdrawing from a unit, part of a course or whole course
- ◆ any portion of the tuition fees for the unit, part of the course or entire course from which the student is withdrawing

Students who withdraw on or prior to the census date will not incur tuition fees for the course or part of the course to which the census day applies.

Students who formally withdraw after the published census date will remain liable for all fees associated with the unit(s) of study for which they were enrolled for that teaching period.

Students will be notified of the outcome within 10 working days from the date of receipt of application

The Health Arts College Pty Ltd will repay to a student who is, or would be, entitled to FEE-HELP assistance any VET tuition fees that he or she may have paid for a VET Unit of study if the student withdraws from that unit on or before the relevant census date, even if they choose not to access it.

Students who do not formally withdraw from a program or unit(s) of study and have not actively engaged in training, will be administratively withdrawn as they will be deemed to be 'inactive.' The Health Arts College will exercise its discretion to cancel the student's enrolment before the census date for a unit or part of the course. Where this has not been the case, students will remain liable for all fees associated with the unit of study. Within this timeframe, Trainers and Academic staff will contact the students and offer assistance in re-engaging the student to class.

The Health Arts College will notify the student 7 days prior of its intention to cancel enrolment. Students will be provided 28 days to initiate any grievance procedure prior to the cancellation taking affect. Should the student not initiate the grievance procedures, The Health Arts College will cancel the enrolment once the 28 days has lapsed.

The student will then be provided with details pertaining to fees for the course or part of the course will or will not be refunded.

Should the student initiate grievance procedures within the 28 days, The Health Arts College will maintain the student's enrolment and follow its grievance policy and procedure

Students who withdraw or are administratively withdrawn will be issued with a statement of attainment.



Suspension

To suspend enrolment means to *temporarily put studies on hold*. A student may request a temporary suspension to his or her enrolment. A suspension will only be granted for a maximum period of 4 weeks and where it does not interfere with a pre-requisite unit.

A suspension application form will need to be completed and submitted to administration for approval. Students will be notified of the outcome within 10 working days from the date of receipt of application.